

OFFICIAL
PERSONNEL BOARD MINUTES
Monday, April 20, 2009

CALL TO ORDER

The meeting began at 5:35 p.m. in Conference Room 113 at City Hall.

ROLL CALL

Present: Dave Thomas, Ed Comerford, Ed Fuentes, and Anna Marie Jones

City Staff: Human Resources Director Tami Yuki and Assistant Library Services Director John Alita

Absent: Jeanne Garcia

APPROVAL OF MINUTES

The minutes of March 16, 2009 were approved

PUBLIC COMMENT

None

CONDUCT OF BUSINESS

A. Review Job Descriptions for Library Services Division

Human Resources Director Tami Yuki stated that the Board's work program for this year was to go through all the job descriptions. Director Yuki said that the Interim Library Services Director met with the Board in January and gave a brief overview of the Library job descriptions.

1. Assistant Library Services Director

Assistant Library Services Director John Alita said that there were minor grammatical/ spelling errors on the majority Library job descriptions. He said that technical competencies that Interim Library Services Director Jackson has spoken about were added to the job descriptions. Under "Knowledge of" the following language was added, "Integrated library systems or similar programs; online and electronic media formats and their applications in public libraries; proficiency in office productivity software including word processing, spreadsheet, and presentation software".

Personnel Board Member Comerford asked about reason why the specific software that is presently used by the Library was not identified in the job description. Library Services Director Alita responded that over time the software might change, and if the Library would switch to other software, the program name might change.

Personnel Board Member Ed Fuentes said under "Knowledge of", change "dealing" to "interacting" with the public. Under "Ability to" change "dealing" to "faced" with difficult situations.

Personnel Board Member Ed Fuentes asked if the Board is approving or still reviewing the job descriptions. Personnel Board Member Thomas said that this is the final draft; however, the Board is still able to make changes to the job descriptions.

2. Library Services Manager

In order not to keep repeating the same language for each job description; Personnel Board Member Thomas asked Director Yuki to make the following changes to all the job descriptions: under "Knowledge of", change "Dealing" to "interacting" under "Ability to", change "Dealing" to "faced" with difficult situations.

Assistant Library Services Director Alita said that the same language in the Assistant Library Services Director job description was added under "Knowledge of": "Integrated library systems or similar programs; online and electronic media formats and their applications in public libraries; proficiency in office productivity software including word processing, spreadsheet, and presentation software".

3. Children's Services Manager

Assistant Library Services Director Alita said that on top of page 4 represents "Community Services Director" should be changed to represents "Library Services Division". Under "Knowledge of", add "Computer skills" and delete "Contemporary".

4. Circulation Services Manager

Under "Definition" changed department head to "Assistant Library Services Director" Under "Knowledge of" added "Integrated library systems or similar programs; online and electronic media formats and their applications in public libraries; proficiency in office productivity software including word processing, spreadsheet, and presentation software".

5. Library I/II

Under "Knowledge of", technical competency will be added; "Integrated library systems or similar programs; online and electronic media formats and their applications in public libraries; proficiency in office productivity software including word processing, spreadsheet, and presentation software"

6. Library Assistant I/II

Under "Knowledge of", the following was added "Office productivity software including word processing, spreadsheet, and presentation applications". Under "Ability to", Assistant Library Services Director said if we don't test for speed then "type 40 words per minute" should be deleted.

Personnel Board Member Fuentes said that the font in the Library Assistant I/II job description is different from the other job descriptions. Director Yuki said that when the job descriptions will be in the final form the font will be identical as in the other job descriptions.

Personnel Board Member Comerford made a motion to approve items A1 to A6 with modifications for the Library Services Division. Personnel Board Member Anna Marie Jones seconded the motion. The motion passed unanimously.

B. Review Quarterly Report Draft

Personnel Board Member Fuentes said the mishap of the announcement of Randy Schawrtz should be added in the quarterly report. Personnel Board Member Thomas replied that the message has been well heard and well discussed and does not need to be added to the report. Personnel Board Member Jones concurred and said that there is no need to continue discussing this subject. The Board concurred that there is no need to add verbiage regarding Community Services Director issue in the Quarterly report.

Personnel Board Member Comerford asked if there was a press release on Randy Schwartz. Director Yuki said that an article on the Community Services Director was placed in the employee newsletter and in the Focus newsletter.

Personnel Board Member Thomas said in the future, when the Board reviews a recruitment process for a key position within the City, the Board will remind staff that there should be a press release on the candidate.

In the third paragraph of the quarterly report, the Board requested the following changes: “the Board recommended limiting first 100 applications who meet the minimum qualifications”.

Personnel Board Member Thomas asked the status of Maintenance Worker I/II. Director Yuki said that 39 candidates were placed on the eligibility list, the top 10 or so have been interviewed by the Public Works department. Background and references are being conducted on the top 2 or 3 candidates.

Personnel Board Member Thomas requested Human Resources to provide the Board following information on the 10 top candidates:

- a. Candidates skill set
- b. Where the candidates heard about the Maintenance Worker position

C. Board Members Comments

Personnel Board Member Fuentes asked if there were any promotions or resignations last quarter. Director Yuki replied that there were several flexed positions, but there were no promotions.

Personnel Board Member Comerford asked what source of advertisement was most expensive in advertising the Circulations Services Manager. Director Yuki said that the only source that cost money was the California Library Association and the Examiner.

Personnel Board Member Fuentes requested a list of all the job descriptions that the Board reviewed up to date.

Personnel Board Member Thomas asked to add the Library Services organizational chart to the minutes with the date when the organizational chart was done.

Personnel Board Member Comerford asked what was the reason the Police Sergeant was removed from the eligibility list. The Police Sergeant should remain on the eligibility list until May 19th. Director Yuki said she didn't know the reason the Police Sergeant was removed from the eligibility list, but she would find out.

Personnel Board Member Fuentes asked how does the City handle the situation when a position is frozen for a long time and it becomes a non-position with a new budget cycle. Director Yuki replied that the City is still working on the budget; therefore, the final number of frozen positions is not yet available.

Personnel Board Member Fuentes said when a position is frozen, the position should be eliminated from the budget. Director Yuki said that in the past some positions were never filled and were eliminated from the budget.

ADJOURNMENT

The meeting adjourned at 6:50 p.m.

Respectfully submitted,

Marie Fir
Secretary